

**DELAWARE  
WEATHERIZATION ASSISTANCE PROGRAM  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STATE PLAN  
For Program Year 2009-2012**

**Administered by:**

**Delaware Health and Social Services  
Division of State Service Centers  
Office of Community Services  
Charles H. Debnam Building  
Herman M. Holloway Campus  
1901 N Dupont Highway  
New Castle, DE 19720**

**Contact  
Ken Davis  
Program Manager  
Telephone: (302) 255-9894**

**Prepared: April 14, 2009**

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

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Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
*Other (Specify) _____		
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: Delaware Department of Health and Social Services (DHSS)		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 516000279		*c. Organizational DUNS: 134776967
d. Address:		
*Street 1:	1901 N. DuPont Highway	
*Street 2:	Charles Debraam Building	
*City:	New Castle	
*County:	New Castle	
*State:	DE	
*Province:		
*Country:	USA	
*Zip / Postal Code	19720-1100	
e. Organizational Unit:		
Department Name: Office of Community Services		Division Name: Division of State Service Centers
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	Mr.	*First Name: G.
Middle Name:	Kenneth	
*Last Name:	Davis	
Suffix:	Jr.	
Title:	Social Service Administrator	
Organizational Affiliation:		
*Telephone Number: 302-255-9894		Fax Number: 302-255-4463
*Email: ken.davis@state.de.us		

<b>Application for Federal Assistance SF-424</b>	<b>Version 02</b>
<b>*9. Type of Applicant 1: Select Applicant Type:</b> A. State Government  Type of Applicant 2: Select Applicant Type:  Type of Applicant 3: Select Applicant Type:  *Other (Specify)	
<b>*10 Name of Federal Agency:</b> National Energy Technology Laboratory, U.S. Department of Energy	
<b>11. Catalog of Federal Domestic Assistance Number:</b> 81.042  CFDA Title: Weatherization Assistance for Low Income Persons	
<b>*12 Funding Opportunity Number:</b> DE-FOA-0000051  *Title: American Recovery and Reinvestment Act (ARRA)	
<b>13. Competition Identification Number:</b> DE-FOA-0000051  Title: American Recovery and Reinvestment Act (ARRA)	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> Statewide	
<b>*15. Descriptive Title of Applicant's Project:</b> Weatherization Assistance for Low-Income Persons / American Recovery and Reinvestment Act (ARRA)	

<b>Application for Federal Assistance SF-424</b>		Version 02
16. Congressional Districts Of:		
*a. Applicant: DE-001	*b. Program/Project: DE-ALL	
17. Proposed Project:		
*a. Start Date: 4/1/2009	*b. End Date: 3/31/2012	
18. Estimated Funding (\$):		
*a. Federal	13,733,668	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	13,733,668	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____. <input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
Authorized Representative:		
Prefix: Ms.	*First Name: Hansella	
Middle Name: _____		
*Last Name: Cannon		
Suffix: _____		
*Title: Acting Director, Division of State Service Centers		
*Telephone Number: 302-255-8675	Fax Number: 302-255-4472	
* Email: hansella.cannon@state.de.us		
*Signature of Authorized Representative: <i>Hansella M. Cannon</i>	*Date Signed: 03-18-09	

**U.S. DEPARTMENT OF ENERGY**

**FINANCIAL ASSISTANCE**  
**CERTIFICATIONS AND ASSURANCES**  
**FOR USE WITH SF 424**

Applicant: DELAWARE

Solicitation No.: DE-EE-0000174 American Recovery and Reinvestment Act (ARRA)

*The following certifications and assurances must be completed and submitted with each application for financial assistance. The name of the person responsible for making the certifications and assurances must be typed in the signature block on the forms.*

*Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements*

*DOE F 1600.5, Assurance of Compliance Nondiscrimination in Federally Assisted Programs*

***CERTIFICATIONS REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS;  
AND DRUG FREE WORKPLACE REQUIREMENTS***

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," 10 CFR Part 606 "Governmentwide Debarment and Suspension (Nonprocurement) and 10 CFR Part 607 "Governmentwide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**2. ADDITIONAL LOBBYING REPRESENTATION**

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, are not eligible for the receipt of Federal funds constituting an award, grant, or loan.

As set forth in section 3 of the Lobbying Disclosure Act of 1995 as amended, (2 U.S.C. 1602), lobbying activities are defined broadly to include, among other things, contacts on behalf of an organization with specified employees of the Executive Branch and Congress with regard to Federal legislative, regulatory, and program administrative matters.

Check the appropriate block:

The applicant is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986? ☐ Yes ☒ No

If you checked "Yes" above, check the appropriate block:

The applicant represents that after December 31, 1995 it ☐ has ☒ has not engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

**3. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust

statutes or commission of embezzlement, theft, forgery, bribery; falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **4. DRUG-FREE WORKPLACE**

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

##### ***ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)***

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).



(2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

**DHSS / Division of State Service Centers / Office of Community Services**

**1901 N. DuPont Highway, Charles Debnam Building**

**New Castle, DE 19720-1100**



Check if there are workplaces on file that are not identified here.

***ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)***

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**5. SIGNATURE**

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: **Delaware Health and Social Services, Division of State Service Ctrs, Office of Community Services**

Printed Name and Title of

Authorized Representative: **Mary Dupont, Director, Division of State Service Centers**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Assurance of Compliance****Nondiscrimination in Federally Assisted Programs****OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1900-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1900-0400), Washington, DC 20503.

**DELAWARE**

(Hereinafter called the "Applicant")

HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L.88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L.93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L.93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L.92-318, Pub.L.93-568, and Pub.L.94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L.93-112), the Age Discrimination Act of 1975 (Pub.L.94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L.90-284), the Department of Energy Organization Act of 1977 (Pub.L.95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L.94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation or both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

**Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Applicant (including the physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signature appears below and who are authorized to sign this assurance on behalf of the Applicant.

## **Applicant Certification**

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174 Amendment number:		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA) Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date Comprehensive 4/1/2009	5. Completion Date 3/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -		\$ 13,733,668		\$ 13,733,668
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ 13,733,668	\$ -	\$ 13,733,668

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T & TA	(4) Subgrantee T & TA		
a. Personnel	\$ 68,333		\$ 29,285			\$ 97,618
b. Fringe Benefits	\$ 30,052		\$ 12,880			\$ 42,932
c. Travel			\$ 15,000			\$ 15,000
d. Equipment						\$ -
e. Supplies	\$ 15,000					\$ 15,000
f. Contractual	\$ 460,000	\$ 773,758		\$ 2,384,317		\$ 3,618,075
g. Construction						\$ -
h. Other	\$ 11,226					\$ 11,226
i. Total Direct Charges	\$ 584,611	\$ 773,758	\$ 57,165	\$ 2,384,317		\$ 3,799,851
j. Indirect Charges (15.243%)	\$ 14,997					\$ 14,997
k. TOTALS	\$ 599,608	\$ 773,758	\$ 57,165	\$ 2,384,317		\$ 3,814,848
7. Program Income						

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA)	
Amendment number:		Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date Comprehensive 4/1/2009	5. Completion Date 3/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -				\$ -
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) PROGRAM OPERATIONS	2	3	4	5	
a. Personnel						\$ -
b. Fringe Benefits						\$ -
c. Travel						\$ -
d. Equipment						\$ -
e. Supplies						\$ -
f. Contractual	\$ 9,918,820					\$ 9,918,820
g. Construction						\$ -
h. Other						\$ -
i. Total Direct Charges						\$ -
j. Indirect Charges (15.47%)						\$ -
k. TOTALS	\$ 9,918,820	\$ -	\$ -	\$ -	\$ -	\$ 9,918,820
7. Program Income						\$ -

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA)	
Amendment number:		Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date YEAR 1 4/1/2009	
		5. Completion Date 3/31/2010	

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -		\$ 4,577,889		\$ 4,577,889
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ 4,577,889	\$ -	\$ 4,577,889

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T & TA	(4) Subgrantee T & TA		
a. Personnel	\$ 22,778		\$ 9,762			\$ 32,540
b. Fringe Benefits	\$ 10,017		\$ 4,293			\$ 14,310
c. Travel			\$ 5,000			\$ 5,000
d. Equipment						\$ -
e. Supplies	\$ 5,000					\$ 5,000
f. Contractual	\$ 153,333	\$ 257,920		\$ 794,772		\$ 1,206,025
g. Construction						\$ -
h. Other	\$ 3,742					\$ 3,742
i. Total Direct Charges	\$ 194,870	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,266,617
j. Indirect Charges (15.243%)	\$ 4,999					\$ 4,999
k. TOTALS	\$ 199,869	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,271,616
7. Program Income						

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA) Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date YEAR 1 4/1/2009	
		5. Completion Date 3/31/2010	

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -				\$ -
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) PROGRAM OPERATIONS	2	3	4	5	
a. Personnel						\$ -
b. Fringe Benefits						\$ -
c. Travel						\$ -
d. Equipment						\$ -
e. Supplies						\$ -
f. Contractual	\$ 3,306,274					\$ 3,306,274
g. Construction						\$ -
h. Other						\$ -
i. Total Direct Charges						\$ -
j. Indirect Charges (15.47%)						\$ -
k. TOTALS	\$ 3,306,274	\$ -	\$ -	\$ -	\$ -	\$ 3,306,274
7. Program Income						\$ -

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA)	
Amendment number:		Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date YEAR 2 4/1/2010	5. Completion Date 3/31/2011

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -		\$ 4,577,890		\$ 4,577,890
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ 4,577,890	\$ -	\$ 4,577,890

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T & TA	(4) Subgrantee T & TA		
a. Personnel	\$ 22,778		\$ 9,762			\$ 32,540
b. Fringe Benefits	\$ 10,017		\$ 4,293			\$ 14,310
c. Travel			\$ 5,000			\$ 5,000
d. Equipment						\$ -
e. Supplies	\$ 5,000					\$ 5,000
f. Contractual	\$ 153,333	\$ 257,920		\$ 794,772		\$ 1,206,025
g. Construction						\$ -
h. Other	\$ 3,742					\$ 3,742
i. Total Direct Charges	\$ 194,870	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,266,617
j. Indirect Charges (18%)	\$ 4,999					\$ 4,999
k. TOTALS	\$ 199,869	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,271,616
7. Program Income						



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA) Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date YEAR 2 4/1/2010	
		5. Completion Date 3/31/2011	

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -				\$ -
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) PROGRAM OPERATIONS	2	3	4	5	
a. Personnel						\$ -
b. Fringe Benefits						\$ -
c. Travel						\$ -
d. Equipment						\$ -
e. Supplies						\$ -
f. Contractual	\$ 3,306,274					\$ 3,306,274
g. Construction						\$ -
h. Other						\$ -
i. Total Direct Charges						\$ -
j. Indirect Charges (15.243%)						\$ -
k. TOTALS	\$ 3,306,274	\$ -	\$ -	\$ -	\$ -	\$ 3,306,274
7. Program Income						\$ -

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA)	
Amendment number:		Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720	4. Program/Project Start Date YEAR 3 4/1/2011		
	5. Completion Date 3/31/2012		

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -		\$ 4,577,889		\$ 4,577,889
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ 4,577,889	\$ -	\$ 4,577,889

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T & TA	(4) Subgrantee T & TA		
a. Personnel	\$ 22,778		\$ 9,762			\$ 32,540
b. Fringe Benefits	\$ 10,017		\$ 4,293			\$ 14,310
c. Travel			\$ 5,000			\$ 5,000
d. Equipment						\$ -
e. Supplies	\$ 5,000					\$ 5,000
f. Contractual	\$ 153,333	\$ 257,920		\$ 794,772		\$ 1,206,025
g. Construction						\$ -
h. Other	\$ 3,742					\$ 3,742
i. Total Direct Charges	\$ 194,870	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,266,617
j. Indirect Charges (15.243)	\$ 4,999					\$ 4,999
k. TOTALS	\$ 199,869	\$ 257,920	\$ 19,055	\$ 794,772		\$ 1,271,616
7. Program Income						

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. DE-EE0000174		2. Program/Project Title: American Recovery and Reinvestment Act (ARRA)	
Amendment number:		Weatherization Assistance For Low Income Persons	
3. Name and Address Delaware Health and Social Services Division of State Service Centers 1901 N. DuPont Hwy., Charles Debnam Bldg. New Castle, DE 19720		4. Program/Project Start Date YEAR 3 4/1/2011	5. Completion Date 3/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program, Function (or) Activity (a)	Federal Catalog No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Totals (g)
DOE	81.042	\$ -				\$ -
						\$ -
						\$ -
						\$ -
<b>5. TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGETED CATEGORIES**

6. Object ClassCategories	Grant Program, Function, or Activity					TOTAL
	(1) PROGRAM OPERATIONS	2	3	4	5	
a. Personnel						\$ -
b. Fringe Benefits						\$ -
c. Travel						\$ -
d. Equipment						\$ -
e. Supplies						\$ -
f. Contractual	\$ 3,306,271					\$ 3,306,271
g. Construction						\$ -
h. Other						\$ -
i. Total Direct Charges						\$ -
j. Indirect Charges (15.243%)						\$ -
k. TOTALS	\$ 3,306,271	\$ -	\$ -	\$ -	\$ -	\$ 3,306,271
7. Program Income						\$ -

Annual and Comprehensive Sub-Grantee Budget Information				
Sub Grantee: Neighborhood House, Inc				
Category	Year1	Year 2	Year 3	Total
Admin	\$ 128,960	\$ 128,960	\$ 128,960	\$ 386,879
T&TA	\$ 397,386	\$ 397,386	\$ 397,386	\$ 1,192,159
Services	\$ 1,653,137	\$ 1,653,137	\$ 1,653,136	\$ 4,959,410
Total	\$ 2,179,483	\$ 2,179,483	\$ 2,179,482	\$ 6,538,448
Sub Grantee: First State Action				
Category	Year1	Year 2	Year 3	Total
Admin	\$ 128,960	\$ 128,960	\$ 128,960	\$ 386,879
T&TA	\$ 397,386	\$ 397,386	\$ 397,386	\$ 1,192,159
Services	\$ 1,653,137	\$ 1,653,137	\$ 1,653,136	\$ 4,959,410
Total	\$ 2,179,483	\$ 2,179,483	\$ 2,179,482	\$ 6,538,448
Grand Total Sub Grantee	\$4,358,966.00	\$4,358,966.00	\$4,358,964.00	\$13,076,895.00
Grand Total Grantee				\$ 656,773.00
All Totals				\$13,733,668.00

U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE

**BUDGET EXPLANATION FOR FORMULA GRANTS**

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

**1. PERSONNEL** – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

*Social Service Administrator (SSA)*

- b. Briefly specify the duties of professionals to be compensated under this project.

*Manages daily operations of the Weatherization Program.*

**2. FRINGE BENEFITS** –

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

<i>SSA – 25.44% of Salary (\$95,186) x 100%</i>	<i>= \$24,236</i>
<i>Plus health insurance actual cost</i>	<i>= <u>\$21,148</u></i>
<i>TOTAL</i>	<i>\$ <u>45,364</u></i>

**3. TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.

<i>DOE National Training Conference</i>	
<i>(one trip, one person, out-of-state travel)</i>	<i>\$3,000</i>
<i>Contractor Training &amp; Monitoring Meetings</i>	
<i>(one person, various trips, in-state travel)</i>	<i><u>\$2,000</u></i>
<i>TOTAL</i>	<i><u>\$5,000</u></i>

- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).

*Cost consumptions are based on past trips of similar nature.*

4. **EQUIPMENT** – as defined in 10 CFR 600.202. Definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

*N/A*

- b. Briefly justify the need for items of equipment to be purchased.

*N/A*

5. **MATERIALS AND SUPPLIES** – as defined in 10 CFR 600.202. Definitions at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

*N/A*

- b. Briefly justify the need for items of material to be purchased.

*N/A*

6. **CONTRACTS AND SUBGRANTS** – All other participant costs including subcontractor, subgrants, and consultants.

Provide the information below for new proposed sub recipients and subcontractors. For ongoing subcontractors and sub recipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found.

Name of Proposed Sub

Total Cost

Basis of Cost\*

\* For example—Competitive, Historical, Quote, Catalog

*See State Plan Annual File Worksheet – II.3(Sub-grantees).*

7. **OTHER DIRECT COSTS** - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

*Audit Cost      \$950.00.*

*Advertising      \$950.00.*

*TOTAL            \$1900.00*

- b. Briefly justify the need for items to be purchased.

*Above costs are based on historical information.*

**8. INDIRECT COSTS -**

- a. Are the indirect cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
- b. If a. above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

<i><u>SCWAP</u></i>	<i><u>Department</u></i>	<i><u>Division</u></i>	<i><u>Total</u></i>
<i>2.76%</i>	<i>8.46%</i>	<i>4.20%</i>	<i>15.423%</i>

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-09

Grant: DE-EE-0000174Amendment: InitialState: DEProgram year: 2009 - 2012

Budget period: 04/01/2009 - 03/31/2012

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Subgrantee #1 Neighborhood House, Inc.	Wilmington	\$6,538,448.	763
Subgrantee #2 First State Community Action Agency, Inc.	Georgetown	\$6,538,447.	763
<b>TOTALS</b>		<b>\$13,076,896.</b>	<b>1,526</b>

## II.4 WAP Production Schedule

<b>Total Units (excluding reweatherized)</b>	<b>1,526</b>
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
<b>Reweatherized Units</b>	<b>0</b>



## U.S. Department of Energy

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)** Expiration Date: 6-30-09Grant: DE-EE-0000174Amendment: InitialState: DEProgram year: 2009 - 2012Budget period: 04/01/2009 - 03/31/2012

Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A	Total Vehicles & Equipment (\$5,000 or more) Budget
B	Total Units Weatherized
C	Total Units Reweatherized
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F	Total Funds for Program Operations
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)
H	Average Program Operations Cost per Unit (F divided by G)
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)
J	Total Average Cost per Dwelling (H plus I)

**II.5 Energy Savings**

Method used to calculate energy savings:

WAP algorithm

☒

Other (describe below)

☐Estimated energy savings: 48,435 (MBtu)Estimated prior year savings: 13,679.94

Actual: 0

If variance is large, explain:

**II.6 Training, Technical Assistance, and Monitoring Activities****Monitoring:**

Administrative Review - Two administrative reviews are planned for the program year 2009. One review will be completed during the second quarter (July - September), and the other review will be conducted during the third quarter (October - December).

Client File Review - Ten percent (10%) of the client files will be reviewed during the program year. The Weatherization Program Manager will review a total of **52** files. He will review **26** files during the second quarter and **26** during the third quarter.

Site Dwelling Unit Inspections - The program manager will perform a total of **26** on-site dwelling unit inspections during the program year, which represents 5% of all units completed. He will inspect **13** units during the second quarter and **13** during the third quarter.

Monthly Finance Report Review - The program manager will review the financial report from each of the two sub-grantees on a monthly basis.

Audit Review - Once a year, the program manager will review the Financial Audit report of each agency.

**Training and Technical Assistance:**

State T&TA - The Weatherization Program manager will attend the U.S. Department of Energy Conference and National NASCSP Conference, as well as Contractor Training & Monitoring Meetings during the program year. State of Delaware's T & TA activities also include mold and moisture awareness training, mobile home training, lead-based paint training for new and existing staff and contractors, and client education training.

Sub-grantee T&TA - Local agency weatherization program coordinators will attend the U.S. Department of Energy Conference and NASCSP Conference, as well as other training conferences offered throughout the region.

## U.S. Department of Energy

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)** Expiration Date: 6-30-09Grant: DE-FOA-0000051 ARRA Amendment: Initial State: DE Program year: 2009 - 2012

Budget period: 04/01/2009 - 03/31/2012

**II.7 DOE-Funded Leveraging Activities**

Not Applicable

**II.8 Policy Advisory Council Members** (names, groups, agencies)

Katrina Eichler, Catholic Charities, Inc.	Dr. John Byrne, University of Delaware
William LeCates, Sussex County Housing Department	Charlie T. Smisson, Delaware Energy Office
Sen. Harris B. McDowell & J.R. Blevins (Ex-Officio Members)	Ralph Nigro, Sustainable Energy Utility
William E. Pelham, A.I.A. Architect, PAC Chairman	Brian McGlinchey, Laborers' International

**II.9 State Plan Hearings** (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
4/30/09	<div>The News Journal April 24, 25, 26, 27, 28, 29, 2009</div> <div>Delaware State News April 24, 25, 26, 27, 28, 29, 2009</div>

**II.10 Adjustments to On-File Information**

A revised Master File is being submitted to the U.S. Department of Energy for the American Recovery and Reinvestment Act.

**II.11 Miscellaneous**

1. The WAP Policy Advisory Committee will meet on a quarterly basis.

2. The state has updating its lead safe work practice policies and procedures to concur with the most recent DOE guidance on the subject. The revisions to the standards in the Delaware Weatherization Program Field Guide will be complete by June 2009.

**Lead Safe Weatherization Program Procedures**

The Delaware Weatherization Assistance Program will implement and enforce all rules for Lead Safe Weatherization as per guidance in Weatherization Program Notices 08-6 and 09-6. Lead safe weatherization methods are being updated in the Field Standards (and On-File Information.) Specific training and implementation plans include:

- sub-grantees will continue to distribute the booklet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" to all owners and occupants of dwelling units built before 1978;
- a full day training for the sub-grantees and private contractors will be provided in the state during the summer of 2009.
- training materials will be issued;
- agency documentation that LSW practices were performed as required, including crew supervisor signature acknowledging the practices and photos of the worksite;
- thorough monitoring of agencies LSW practices and documentation;
- continued training and attention to EPA's LRRPP requirements, including:
  - planned designation and testing of Certified Renovators for 2010;
  - documentation by Certified Renovators in 2010 that all LSW standards were properly followed on each appropriate job site; and
  - ensure that all WAP sub-grantees have the necessary Certified Renovator qualifications and credentials.

(See Health and Safety Plan – Attachment #3)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

**Grant #:** DE-EE-0000174      **Amendment:** Initial      **State:** DE      **Program Year:** 2009-2012

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Name: Neighborhood House, Inc.      Phone: 302-652-3928  
Address 1: 1218 B Street      \*Contact: Veronica Oliver  
Address 2: \_\_\_\_\_      \*Fax: 302-652-3983  
City: Wilmington      State: DE      Zip Code: 19801  
\*Email: \_\_\_\_\_

Tentative allocation:	\$6,538,448
Planned units:	763
Type of organization:	Local
Sources of Labor:	Contractor

Counties served:
New Castle County

Congressional Districts:
01

\* These fields are optional.

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Name: First State Community Action Agency, Inc.      Phone: 302-856-7761  
Address 1: 308 N. Railroad Avenue      \*Contact: Bernice Edwards  
Address 2: Box 877      \*Fax: 302-856-2599  
City: Georgetown      State: DE      Zip Code: 19947  
\*Email: \_\_\_\_\_

Tentative allocation:	\$6,538,448
Planned units:	763
Type of organization:	Non-profit
Sources of Labor:	Contractor

Counties served:
Kent County
Sussex County

Congressional Districts:
01

\* These fields are optional.

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Address 1: \_\_\_\_\_      \*Contact: \_\_\_\_\_  
Address 2: \_\_\_\_\_      \*Fax: \_\_\_\_\_  
City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_  
\*Email: \_\_\_\_\_

Tentative allocation:	
Planned units:	
Type of organization:	
Sources of Labor:	

Counties served:

Congressional Districts:

\* These fields are optional.

DELAWARE  
WEATHERIZATION ASSISTANCE PROGRAM  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

ANNUAL FILE

## RESPONSE TO ARRA OBJECTIVES FOR DELAWARE'S ENERGY SECTOR

ARRA provides the largest increase in federal funding for weatherization in U.S. history. The commitment has several objectives, several of which are summarized below:

- Substantial improvement in energy performance of housing that serves the needs of low- and moderate-income families;
- Significant job creation through a concerted effort to provide shovel-ready work on behalf of energy-efficient low- and moderate-income housing;
- Major support for training that can create not only jobs, but careers in the emerging green energy economy;
- Stimulus to the local economy with jobs for underserved communities that assure living wages and benefits so that all members of our society participate in the green energy transition;
- Measured impacts to lower energy bills and greenhouse gas emissions so that our economy recovers and our environment is served positively by new era of development.
- Creation of a self-sustaining weatherization market that will maintain jobs and expand careers while serving national and global goals to shift to a green energy future.

While these objectives are challenging, Delaware's Weatherization Assistance Program intends to meet them. We project that the stimulus program will leverage new investments in Weatherization Program that will allow us to double the number of homes served by the end of the stimulus program period.

Below is a description of the new partnerships being developed to help the weatherization program meet the objectives of the ARRA:

1. The Delaware WAP has formed a partnership with the Delaware Energy Office (DEO) to coordinate efforts of both agencies in the residential sector to promote energy efficiency. This partnership will enable both programs to benefit from common actions to address common needs. For example; Delaware's WAP and the DEO will join in a pre-certification process of contractors and worker training requirements. This will allow us to take advantage of scale efficiencies and it will make both agencies more effective by creating a comprehensive approach to the development of the weatherization market.
2. WAP has designed the Affordable Energy Program of Delaware's unique Sustainable Energy Utility (SEU)<sup>1</sup> and is partnering with this agency to secure additional, ongoing funds from several sources (including private markets) to ensure that a sustainable market for weatherization results from the large federal investment made under ARRA in this sector. The goal of doubling the yearly weatherization rate is premised on this partnership, which will sustain a high level of investment after the pump-priming ARRA fund effort concludes.
3. The Delaware WAP has formed a partnership with the Laborers International Union of North America Local 55 to immediately provide workforce training so that trained workers can carry out the mission of doubling the rate of weatherization. Local 55 and its LIUNA parent are purchasing a training facility and relevant equipment (e.g., blower door test technology) and are already instructing their trainers for delivery of 5-week intensive training modules.

4. WAP is participating in a statewide consortium consisting of educational institutions, contractor representatives, the SEU, LIUNA and other labor representatives, the state's utility industry, state and local government to build a 'career ladder' for the weatherization sector. The consortium is chaired by a senior official of Delaware Technical and Community College and is preparing a coordinated program of certificate training, associate and 4-year degree opportunities to prepare and allow advancement of those securing jobs in the sector.
5. In partnership with the SEU and DEO, Delaware's WAP has set an aggressive goal of 20% or greater improvement in energy performance with parallel goals of 20% reductions in energy bills and greenhouse gas emissions for weatherized homes. As part of its mission, the SEU is establishing evaluation and verification protocols that objectively measure program performance and provide feedback so that improvements can be made on the basis of sound analysis.
6. With logistical, technical and financial support from DEO and the SEU, WAP is launching a pilot program for use of solar electric and other renewable energy technologies in order that the benefits of these approaches to meeting energy needs are shared by WAP clients.

Based on these new steps, Delaware's WAP is confident it can meet two central foci of ARRA, namely, job creation and market growth. Preliminary research by the Center for Energy & Environmental Policy at the University of Delaware conducted for WAP (see Table 1) indicates that our Plan will double the number of direct and indirect jobs associated with low- and moderate-income weatherization over the next three years. Because of the WAP-DEO-SEU-Local 55 partnership, the researchers conclude that Plan investments will lead to permanent job and market growth. The career ladder envisioned by WAP will create opportunities for the Delaware Program to be an anchor for expanded weatherization services to all Delaware households.

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<sup>1</sup> The SEU was created by legislation in 2007 to promote energy efficiency, conservation and distributed renewable energy applications throughout the State. It addresses all fuels and all end users and is authorized to use tax-exempt bonds and other financial instruments, in conjunction with public funds, to leverage the benefits of sustainable energy options beyond the levels that public funding alone would achieve. For details, see <http://www.seu-de.org/>. At the Middle Class Task Force Conference, convened on February 27, 2009 in Philadelphia and chaired by Vice President Joseph Biden, Delaware's SEU was praised as a model for the country's efforts to promote energy efficiency and renewable energy ([http://www.americanprogressaction.org/issues/2009/02/podesta\\_task\\_force.html](http://www.americanprogressaction.org/issues/2009/02/podesta_task_force.html) ).

**TABLE 1**  
**ESTIMATED PERMANENT JOBS OF THE**  
**DELAWARE WAP 2009-2012 PLAN**

		<u>YR 2009-10</u>	<u>YR 2010-11</u>	<u>YR 2011-12</u>
		<b>Millions of Funding \$ (DE WAP-SEU Partnership)</b>		
		Annual Investment (in Million \$)		
		<b>\$3.00</b>	<b>\$4.00</b>	<b>\$5.00</b>
		<b>Permanent DIRECT Jobs per Million \$</b>		
		<b>17.00</b>	<b>16.25</b>	<b>15.53</b>
		Permanent TOTAL Jobs per Million \$ (DIRECT + INDIRECT Jobs)		
		<b>44.63</b>	<b>42.66</b>	<b>40.77</b>
		<b>TOTAL New Jobs Added (DE)</b>		
	(currently: ~65 WAP-related jobs)	<b>69</b>	<b>106</b>	<b>139</b>
		<b>TOTAL WAP-SEU Partnership related Jobs (DE)</b>		
	(currently: ~65 WAP-related jobs)	<b>134</b>	<b>223</b>	<b>256</b>

Source: Center for Energy & Environmental Policy, University of Delaware. Based on NASCSP December 2008 Discussion Paper, “Weatherization Assistance Program Economic Stimulus Expansion Plan;” and interviews of NASCSP and Delaware WAP officials.

U.S. Department of Energy  
Weatherization Assistance Program – **Production Schedule**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Annual Total
<b>WEATHERIZED UNITS (TOTAL)</b>					1,526
Weatherized units (\$1,600 average, as adjusted)					
Weatherized units (capital-intensive average)					
Owner-occupied single-family					610
Single-family rental					380
Multi-family					152
Owner-occupied mobile home					374
Renter-occupied mobile home					
Shelter					
<b>UNITS BY OCCUPANCY</b>					
Elderly-occupied					520
Persons with disabilities-occupied					500
Native American occupied					
Children occupied					506
<b>OTHER UNIT TYPES</b>					
Reweatherized (\$1,600 average, as adjusted)					0
Reweatherized (capital intensive average)					0
Low cost / no cost					0
<b>TOTAL PEOPLE ASSISTED</b>					4,578
Elderly					1,560
Persons with disabilities					1,510
Native Americans					
Children					1,508

Notes:

1. The sum of "Weatherized Units (\$1,600 Average, as adjusted)" and "Weatherized Units (Capital-Intensive Average)" must equal "WEATHERIZED UNITS (TOTAL)."
2. Both quarterly estimates and an annual total are required for "WEATHERIZED UNITS (TOTAL)", "Weatherized Units (\$1,600 Average, as adjusted)," and "Weatherized Units (Capital-Intensive Average)."
3. Only annual totals are required for the following categories: "Owner-Occupied Single-Family," "Single-Family Rental," "Multi-Family," "Owner-Occupied Mobile Home," "Renter-Occupied Mobile Home," and "Shelter."
4. The sum of "Owner-Occupied Single-Family," "Single-Family Rental," "Multi-Family," "Owner-Occupied Mobile Home," "Renter-Occupied Mobile Home," and "Shelter" must equal "WEATHERIZED UNITS (TOTAL)."
5. Only annual totals are required for the "UNITS BY OCCUPANCY" categories.
6. Due to overlap, the sum of "Elderly-Occupied," "Persons with Disabilities-Occupied," "Native American-Occupied," and "Children-Occupied"
7. **does not** need to equal "WEATHERIZED UNITS (TOTAL)."
8. Only annual totals are required for the "OTHER UNIT TYPES" categories.
9. Both quarterly estimates and an annual total are required for "TOTAL PEOPLE ASSISTED."
10. Only annual totals are required for the "Elderly," "Persons with Disabilities," "Native Americans," and "Children" categories under the "TOTAL PERSONS ASSISTED" heading.
11. Due to overlap, the sum of, "Elderly," "Persons with Disabilities," "Native Americans," and "Children" does not need to equal "TOTAL PEOPLE ASSISTED."



**(Production Schedule, Continued)**

Gross Average Cost per Dwelling Unit (all funding sources)

Total funds, federal and non-federal, from Supplemental Schedule #1	\$13,733,668.
Total units to be weatherized, from front side of Production Schedule	1,526
Total units to be reweatherized, from front side of Production Schedule	0
Grand total units weatherized (B plus C)	1,526
Gross average cost per dwelling unit (A divided by D)	\$9,000.

Vehicles and equipment \$5,000 or more Health and Safety average cost per dwelling unit (if State does not budget by Standard and Capital Intensive Health & Safety) (DOE Rules)

Total of vehicles and equipment health and safety budget	0
Total units to be weatherized, plus planned reweatherized units from front side of Production Schedule (total from D)	0
Average vehicles and equipment health and safety cost per dwelling unit (F divided by G)	0

Average Cost per Dwelling Unit for Materials, Labor and Program Support (DOE Rule)

Total of funds for materials, labor and program support operations	\$9,918,820.
Total units to be weatherized, from front side of Production Schedule	1,526
Units to be reweatherized, from front side of Production Schedule	0
Total units (J plus K)	1,526
Average cost per dwelling unit for materials, labor and program support less Vehicles and equipment (I divided by L)	\$6,500.
Average cost per dwelling unit for vehicles and equipment health and safety (Total from H)	0
Total average cost per dwelling unit (M plus N)	\$6,500.

## ENERGY SAVINGS ESTIMATE

### II.45 ENERGY SAVINGS

Applicants shall provide an estimate of the amount of energy to be conserved, pursuant to §440.14(b)(c)(4). The estimate and the methodology used to estimate energy savings shall be clearly explained including the information sources for energy savings per unit. Applicants shall also quantify how much energy was saved in the preceding program year and compare it to the estimate given last year. Large variances between the estimate and the quantity determined to have actually been saved shall be explained. For states that have not developed a methodology for computing energy savings, applicants can use the following formula:

DOE Program	Amount	Line
Total DOE State Weatherization Allocation	\$13,733,668.	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	\$3,814,848.	(b)
Subtract the amount entered in line (b) from line (a), for total Federal (DOE) funds available to weatherize homes	\$9,918,820.	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home ( i.e., PY2001 -\$2,500)	\$6,500.	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	1,526	(e)
Multiply (e) by 31.74 MBTU** for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	48,435	(f)
All Funding Sources		
Total funds (e.g., DOE-WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds) used by the State to weatherize homes	\$13,733,668.	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$3,814,848.	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$9,918,820.	(i)
State Average Cost per Home or National WAP Program Year Average Cost per home (i.e., PY 1998 ( i.e., PY2001 -\$2,500)	\$6,500.	(j)
Divide the amount entered on line (i) by the amount entered on line (j), for total Estimated Homes to be Weatherized	1,526	(k)
Multiply (k) by 31.74 MBTU** for Total Annual Estimated Energy Savings resulting from all funding sources	48,435.	(l)

\*\* The 1989 National Weatherization Evaluation reported annual energy savings per home weatherized as 17.3 MBtus and 17.6 MBtus,

natural gas and all fuels, respectively. The 1996 Metaevaluation suggests that improved practices have produced 80% higher energy savings per dwelling today as compared to measured savings in 1989. These improvements translate into 1996 estimated energy savings of 31.2 MBtus and 31.7 MBtus, natural gas and all fuels, respectively.

## **MONITORING SCHEDULE**

**Administrative Review** – Two administrative reviews are planned for the program year. One review will be completed during the second quarter (July – September) and the other will be conducted during the third quarter (October – December).

**Client File Review** – Twenty (20%) percent of the client files will be reviewed during the program year. The Weatherization Program Manager will review a total of 305 files. He will review half the files during the second quarter and half during the third quarter.

**Dwelling Unit Inspections** – The program manager will perform a total of 305 on-site dwelling unit inspections during the program year, which represents 20% of all units completed.

**Monthly Finance Report Review** - The program manager will review the each sub-grantee's Financial Report on a monthly basis.

**Audit Review** - The program manager will review the Financial Audit from each sub-grantee on annual basis.

## **TRAINING AND TECHNICAL ASSISTANCE SCHEDULE**

State T&TA – The Weatherization Program Manager will attend the U.S. Department of Energy Conference National Conference and National Association of State Community Service Program (NASCSPP) Conference, as well as Contractor Training and Monitoring Meetings during the program year. State of Delaware T&TA activities also include training in basic weatherization, client education, mold and moisture awareness, mobile home weatherization and lead-safe work practices for new staff and contractors.

Sub-grantee T&TA – Local agency weatherization program coordinators will attend the U.S. Department of Energy Conference and National NASCSPP Conference, as well as other training conferences offered throughout the region. Sub-grantees will also provide training for their private contractors and their crews. (See **Attachment 1**)

## **LEVERAGING ACTIVITIES**

Not applicable at this time.

## **POLICY ADVISORY COUNCIL**

A state Policy Advisory Council (PAC) has been established in accordance with 10 CFR 440.17. The names, addresses, group, organizations or agencies represented by the PAC members are listed below:

1. William E. Pelham, A.I.A. Architect, 2014 Baynard Blvd. Wilmington, DE 19802. Telephone (302) 652-2552 (Consumer Sector Representative), PAC Chairman
2. Dr. John Byrne, Director, Center for Energy and Environmental Policy, University of Delaware, Room 292 Graham Hall, Newark, Delaware 19716. Telephone (302) 831-8405 (Consumer Sector Representative)
3. Ralph Nigro, Vice President, Applied Energy Group Inc. – Contractor Administrator for the Sustainable Energy Utility - (SEU), 11 Middleton Drive, Wilmington, DE 19707. Telephone (302) 239-8325
4. Brian McGlinchey, Regional Director, Laborers' International Union of North America, 532 S. Claymont Street, Wilmington, DE 19801. Telephone (302) 654-2880
5. Katrina Eichler, Fuel Assistance Program Manager, Catholic Charities, 1155 West Walker Road, Dover, DE 19904. Telephone (302) 674-1782 (Consumer Sector Representative)
6. William LeCates, Director, Sussex County Department of Community Development & Housing, P.O. Box 589, 11 South Bedford Street, Georgetown, DE 19947. Telephone (302) 855-7777 (Government Sector Representative)
7. Charlie T. Smisson, Jr., State Energy Coordinator, Delaware Energy Office, 1203 College Park Drive, Suite 101, Dover, DE 19904. Telephone (302) 735-3480

### **EX-OFFICIO MEMBERS**

8. J.R. Blevins, Private Contractor, 139 Main Street, Smyrna, DE 19977 Telephone (302) 653-7212 (Business Sector Representative)
9. Senator Harris B. McDowell, Legislative Hall, Dover, DE. Telephone (302) 744-4147 (Government Sector Representative)

## HEARINGS AND TRANSCRIPTS

The Division of State Service Centers/Office of Community Services provided a ten (10) day review and comment period prior to conducting a public hearing on the federal application for the Weatherization Program. The public hearing will be held on Thursday, April 30, 2009, from 10:00 a.m. to 12:00 noon in the First Floor Conference Room, Williams State Service Center, 805 River Road (River Road and Route 13), Dover, Delaware 19901 (302-857-9000). The purpose of the hearing is to receive comment and testimony on the federal application. Copies of the federal application will be available at for public review and comment at all State Service Centers statewide and at the following locations:

Division of State Service Centers  
Office of Community Services  
Debnam Building, 1st Floor  
Holloway Campus  
1901 N DuPont Highway  
New Castle, Delaware 19720

Neighborhood House, Inc.  
1218 B Street  
Wilmington, DE 19801

Catholic Charities, Inc.  
2601 W. 4<sup>th</sup> Street  
Wilmington, DE 19805

Catholic Charities, Inc.  
Dover Office  
1155 West Walker Rd.  
Dover, Delaware 19904

Catholic Charities, Inc.  
406 S. Bedford Street  
Georgetown, DE 19947

First State Community Action Agency  
308 Railroad Avenue  
Georgetown, DE 19947

The Office of Community Services will accept written comments on the federal application until May 8, 2009.

**Public Hearing Transcripts** will be available after the Public Hearing (see **Attachment 2**).

**DELAWARE  
WEATHERIZATION ASSISTANCE PROGRAM  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

**MASTER FILE**

## **ELIGIBLE POPULATION**

1. The state has established procedures, to ensure that only eligible dwelling units will receive weatherization assistance. A dwelling unit will be eligible for weatherization assistance when occupied by a family whose income is at or below 200 percent of "poverty" as determined in accordance with criteria established by the Director of the U.S. Office of Management and Budget and adopted by the State of Delaware. The Fuel Assistance Program handles client intake. Client eligibility is determined by the Division of State Service Centers/Office of Community Services (DSSC/OCS). When eligibility has been established, a waiting list for weatherization assistance is prepared and distributed to the sub-grantees by the OCS.
2. Weatherization assistance will be provided to clients on the waiting list that reside in single-family homes, mobile homes and multi-family units. Priority is given to households containing elderly persons, disabled residents and households with children.
3. The State has established procedures in a Landlord/Tenant Agreement for providing weatherization assistance to rental units to ensure that the benefits of weatherization assistance will accrue primarily to the low-income tenants residing in such units.
4. The State will ensure that grant funds will be used to supplement and not supplant state or local funds.
5. The weatherization program will coordinate with other federal, state, local or privately funded programs.
6. The State will ensure that any low-income members of an Indian tribe who apply for weatherization assistance shall receive benefits equivalent to the assistance provided to other low-income persons within the State.
7. No dwelling unit will be reported to DOE as complete until a final inspection has been performed on the unit and the quality of workmanship meets or exceeds the standards of the program.

## **Selection of area to be served**

All three counties in the state of Delaware will receive weatherization assistance.

## **Priorities**

Priority for weatherization assistance will be given to single-family dwelling units in which the elderly and disabled and children reside. A waiting list for weatherization assistance is created for each county prior at the start of the program year. The waiting list is comprised of eligible clients, who have expressed an interest in weatherization services while making an application to the Fuel Assistance Program.

## **CLIMATIC CONDITIONS**

The average number of annual heating and cooling degree-days in the State of Delaware is 4,937 and 1,046 respectively, which indicates relatively mild climatic conditions. There are only slight variations in the number of heating and cooling degree-days among the three counties of the State. These numbers are based on a formula calculation found in the following information source: (Statistical Abstract of the United States, published by the U.S. Bureau of the Census)

## **WEATHERIZATION WORK**

### **Type of Work to be Done**

The type of weatherization work planned for the program year includes:

1. Performing a blower door test on each dwelling unit to determine the air exchange rate at 50 Pascals and identify possible points of air infiltration.
2. Conducting an infrared scan, before and after running the blower door, to locate thermal by passes.
3. Inspecting the heating distribution system to determine proper operation, performing a combustion efficiency test on the furnace, and inspecting the furnace venting system for health and safety problems.
4. Performing those measures necessary to reduce and/or eliminate general heat waste.
5. Installing other cost-effective measures at a dwelling unit as recommended by the National Energy Audit (NEAT), Mobile Home Energy Audit (MHEA) and Multi-Family Energy Audit such as insulation/ventilation, window and door replacement, furnace modifications or replacement, etc. in single-family, mobile homes and multi-family buildings.
6. Insulating the hot water tank and first 5 feet of hot and cold water lines at the hot water tank.
7. Installing roof coating and skirting on mobile homes to reduce air infiltration and general heat waste.



8. Installing heating system modifications and/or replacements, where necessary, including: furnace cleaning and tuning, installation of flame retention head burners in oil-fired furnaces, minor and major furnace repairs, and furnace replacement.
9. Correcting energy-related health and safety problems such as taking the necessary steps to eliminate high concentrations of Carbon Monoxide and Carbon Dioxide gases in homes.
10. Installing supplemental measures (incidental repairs) such as painting and etc., when necessary, to preserve and/or enhance basic weatherization measures.

### **Energy Audit Procedures**

A priority list of measures based on the National Energy Audit (NEAT) and the Mobile Home Energy Audit (MHEA) are used to determine the cost-effective measures to install in single-family homes and mobile homes. In January 2004, the state submitted a re-verification of its energy audit procedure to the DOE approval. The Multi-Family Energy Audit will be used for these types of buildings.

### **Final Inspection**

The sub-grantees contract with a private energy service company to perform quality control inspections in their weatherization programs. One hundred (100) percent of the homes are inspected to verify that the work has been completed in accordance with the energy audit. No dwelling unit will be reported to DOE as complete until a final inspection has been completed.

### **Analysis of Effectiveness**

An analysis of the existence and effectiveness of weatherization projects carried out by the sub-grantees is performed by the state while monitoring sub-grantee performance each year. The effectiveness of the weatherization projects are assessed in accordance with the criteria contained in a Sub-grantee Monitoring Report Document, which is used to monitor sub-grantee performance in the state. Productivity between sub-grantees is based on an evaluation of the monitoring reports, as well as, Monthly Production Reports filed by the sub-grantees with the Office of Community Services. Monitoring and production reports form the basis for the development of state's training and technical assistance plans and activities for the sub-grantees. Presently, the state has not developed procedures for comparing energy savings between sub-grantees.

## **HEALTH AND SAFETY PROCEDURES**

(See Attachment 3)

## **RENTAL PROCEDURES**

The State has established procedures in a Landlord/Tenant Agreement for providing weatherization assistance to rental units to ensure that the benefits of weatherization assistance will accrue primarily to the low-income tenants residing in such units. **(See Attachment 4)**

## **PROGRAM MANAGEMENT**

### **Organization**

A description of the Delaware Health and Social Services, Division of State Service Centers, Office of Community Services (DHSS/DSSC/OCS) that administers the Delaware Weatherization Assistance Program is attached. The description or organizational chart illustrates how weatherization activities are structured within the organization. The organizational chart also shows the relationship of the Weatherization Program to other units within the DSSC. **(See Attachment 5)**

### **Administrative Expenditure Limits**

For the American Recovery and Reinvestment Act (ARRA) stimulus grant, the state will not exercise the option of providing additional administrative funds to qualified sub-grantees as discussed in 440.18 (d) of the Weatherization Program Rules and Regulations.

### **Monitoring – Approach**

The State's monitoring plan is as follows:

#### State's Role

The State will monitor the sub-grantees at least once during the program year and complete a comprehensive review of the sub-grantee operations.

#### Monitoring Visits

At the conclusion of each monitoring visit by State program personnel, the sub-grantees will be briefed on the observations and findings of the monitoring visit at the exit interview. Within 30 days, state personnel will prepare a written report of any findings and send them to the sub-grantees for corrective action. Noncompliance findings, unresolved within forty-five days, will be reported to the DOE NETL. Sensitive or significant noncompliance findings will be reported to NETL immediately.

#### Tracking

Major findings from sub-grantee monitoring visits and audit report will be tracked by the State to final resolution. The State's tracking system will include: findings, recommended corrective actions, deliverables, due dates, responsible parties, actions taken and final resolution.

### Reporting

The State will report its plans, milestones and current monitoring status on the DOE Quarterly Program Report, which is submitted to NETL. The report will include: the number and type of monitoring visits scheduled and completed; significant findings; the status of the findings; significant corrective actions; current management issues (e.g. special training and technical assistance, success stories and special projects etc.). Sub-grantee monitoring trip reports will be available for review by NETL their monitoring of the state office.

### Analysis

The State will summarize and review the audit and monitoring reports of the sub-grantees annually, and conduct an internal assessment of sub-grantee needs, strengths and weaknesses. The results of the assessment will be considered during annual planning and will be available in the State Office for review by DOE personnel during their state monitoring visit.

## **Training and Technical Assistance – Approach**

The State's Training and Technical Assistance (T&TA) Plan is intended to maintain and increase the efficiency and effectiveness of the weatherization program at all levels. T&TA activities are also designed to help maximize energy savings; minimize production costs; improve the quality of workmanship; and reduce the potential for waste, fraud and mismanagement. The sub-grantees will be the primary recipients of T&TA. The T&TA plan illustrates how the state will identify and address the needs of the sub-grantees.

### **1. Assessment of Training Needs**

The State will assess the training needs of the sub-grantees through informal discussions, regularly scheduled management meetings and monitoring visits. The training needs of private subcontractors will be assessed by the sub-grantees.

### **2. Types of Training Provided**

The State will provide the following types of training to sub-grantee staff:

- a. Management Training - includes training in production management; subcontract management and financial management. Attendance at these meetings is mandatory for the program management personnel working in the weatherization program.
- b. Technical Training - includes training in energy auditing procedures, air sealing and construction techniques, heating systems, and quality control techniques. Attendance at these meetings is mandatory for the program management and quality control personnel. The sub-grantees are also encouraged to have their private weatherization subcontractors attend these training sessions.
- c. Sub-grantee staff is encouraged to attend management and technical workshops offered at the regional and national weatherization conferences.

3. Training and Certification of Private Contractors

Starting this year, the state is developing training and certification requirements for private contractors that want to work in the weatherization program. See Private Contractor Training and Technical Assistance (Attachment #1).

4. Comparative Productivity

The State will contract with two sub-grantees for the administration of the weatherization program. Monthly production reports submitted by the sub-grantees will be used to compare productivity.

5. Assessment of T&TA Activities

The State will conduct an evaluation of its T&TA activities each year to assess the effectiveness and appropriateness of the activities.

**Miscellaneous**

The sub-grantees for the Weatherization Program are required to purchase Pollution Occurrence Insurance (POI) and provide evidence of such insurance to the Office of Community Services.

## ATTACHMENT 1

### Private Contractor Training and Technical Assistance Plan

# WEATHERIZATION ASSISTANCE PLAN - STATE OF DELAWARE

Contractors Rating System	1 Point Per Yr. Service	Certification/Training 5 Points Per LSW-BPI-BasicBldSci*	Licensing 5 points	Bonding 5 points	Insurance 5 points	Employment Capacity 5 Points Per Crew	Total Points	Years of Service in WX	# of Crews State Wide	# Finished Per Week State Wide	Will Hire WX Apprvd Trainee	
Name of Company												
CC1	15	5	5	5	5	35	70	15	7	19	Yes	4
CC2	23	5	5	5	5	30	73	23	6	30	Yes	4
CC3	25		5	5	5	30	70	25	6	30	Yes	2
CC4	14		5	5	5	20	49	14	4	14	Yes	2
CC5	3		5	5	5	20	38	3	4	14	Yes	2
PC6	0						0					
PC7	0						0					
PC8	0						0					
PC9	0						0					
CC10	13		5	5	5	30	58	13	6	12	Yes	3
CC11	15		5	5	5	15	45	15	3	10	Yes	1
CC12	9		5	5	5	20	44	9	4	15	Yes	1
CC13	3		5	5	5	10	28	3	2	8	Yes	1
PC14	0						0	0	0	0	Yes	
CC15	13		5	5	5	15	43	13	3	10	Yes	1
CC16	16		5	5	5	15	46	16	3	10	Yes	
CC17	5		5	5	5	10	30	5	2	5	Yes	
CC18	5		5	5	5	25	45	5	5	12	Yes	
CC19	10		5	5	5	25	50	10	5	12	Yes	

Current Contractors

CC

Potential Contractors

PC

\*Energy Efficiency Orientation/Basic Building Sciences/House as a System

	Crew Leaders	Laborers
A	\$21.00	\$15.00
B	\$15.00	\$8.00
C	\$15.00	\$12.00
D	\$25.00	\$10.00
A-D	\$76.00	\$45.00
Average Pay/Hour	\$19.00	\$11.25

## **Delaware Private Contractor Training and Technical Assistance Plan**

### **Workforce Demands for Weatherization and Energy Efficiency in Delaware**

The American Recovery and Reinvestment Act (ARRA) recently passed by Congress and signed by President Barack Obama included a \$5 billion dollar investment in the Weatherization Assistance Program (WAP). The Weatherization Assistance Program is the largest residential energy conservation program in the nation. The WAP funds are used to improve the energy efficiency of low-income dwellings using the most advanced technologies and testing protocols available in the housing industry. In Delaware, the program saw over a twenty-fold increase to \$13.7 million dollars. In addition to the increased funding for the WAP program, the ARRA included other monies that can be used for residential energy efficiency work including weatherization. Those sources include Community Development Block Grants to municipalities and counties for energy efficiency projects, funding for the State Energy Office, and programs for local housing authorities including home rehabilitation and energy efficiency for managed properties. The different funding streams will create a demand for workers with training and experience weatherizing homes. The WAP program alone should create approximately 300 jobs for front-line workers in Delaware by 2010. This does not include additional energy efficiency jobs created by the other ARRA funded programs above.

### **Existing Training Program Models**

Currently, there are ten Weatherization Training Centers located around the country. These ten centers serve as training providers for weatherization workers in their state. A few of these offer training to agencies and contractors in neighboring states. The National Association for State Community Services Program (NASCSPP) offers semi-annual training for WAP staff through their national conferences. Individual contractors hired by the agencies provide training for their workers. So, while nationwide certifications are emerging for energy auditors, training for frontline weatherization workers lacks standardization and remains largely informal.

NASCSPP describes the training needed for frontline weatherization workers as follows: Classroom instruction is needed, but hands-on training is absolutely critical as is on-the-job mentoring and apprenticeship. Online training can be used to introduce trainees to basic building science principles, house-as-a-system concepts, and the whole-house approach to Weatherization. With the online introduction, subsequent classroom instruction and hands-on training will be more effective and can start at a higher level. Weatherization is best learned by doing, so the props and equipment setups that a training center can provide are key. NASCSPP and the U.S. Department of Energy (DOE) realize the need for recognized training programs at the state level. Their goal is to have at least one training center per state. Weatherization work requires a conceptual understanding of building science and energy efficiency, as well as, hands on construction training that includes occupational safety and health training. The safety and health curriculum must include hazardous materials identification and handling to prepare workers that may encounter lead, asbestos and mold in the homes they are weatherizing.

### **Laborers 55 Proposal: Raising standards to improve outcomes**

The Delaware Weatherization Program will partner with the Laborers International Union of North American (LIUNA), Local 55 to facilitate training for private contractor and their crews. As a union that represents construction workers, Local 55 is very interested in how public policy decisions shape

industry standards. Weatherization employment appears ideally suited for residents of low-income neighborhoods where the work is performed, yet work regularly goes to contractors that employ locals. The Recovery Act takes an initial step toward establishing labor standards in the residential energy efficiency market by mandating that jobs funded through the Recovery Act pay prevailing wages. The weatherization program will work to ensure that training and employment opportunities are made available to residents of low income, high-unemployment neighborhoods who could benefit most from them.

First; employer-paid family health coverage will be provided to all energy auditors, supervisors and installers whose wages are paid in whole or in part with Recovery Act funds. By allowing low-road employers to leave workers uninsured, the state of Delaware would subject responsible employers to unfair competition while weakening the economic of Recovery Act investments. Each dollar spent to cover the health care costs of an uninsured worker – whether through the state’s Medicaid program or as an out-of-pocket individual expense – is a dollar that cannot be used to stimulate the economy through the purchase of goods and services.

Second: all providers of weatherization services will be required to meet basic competency standards, including a requirement that all employees supervising or performing energy audit or installation work complete a state recognized training program. The participation of all weatherization workers in effective training programs is a critical component of efforts to deliver high-quality services, secure the trust of the public, and create a platform for an emerging residential energy efficiency sector. At the same time, participation in certified training programs provides opportunities for weatherization workers to gain the skills and credentials needed to build successful careers in the construction industry.

Third: all employers receiving Recovery Act funds to provide residential energy efficiency services will be required to utilize currently enrolled trainees or graduates of programs that serve low-income communities to perform at least 33% of work hours. A training utilization standard that targets residents of low-income communities would create the kind of training-to-employment pipeline that both trainees and employers need to make local hiring goals into realities.

### **Delivering on the promise of green jobs and clean energy**

Together, these standards would better secure the quality of jobs, services, and opportunities across the weatherization program. The promise of high-quality jobs and a clear pathway from training to employment will also make the program more attractive to community groups seeking employment opportunities for constituents; to employers seeking a skilled workforce; and to training providers seeking direct connections to jobs.

### **Ramping Up in Delaware: The Delaware Building Laborers Training and Education Fund**

The Building Laborers Training and Education Fund (BLTAF) provides occupational and apprenticeship training programs for commercial, heavy and highway construction workers across the state. There are three training facilities located in New Jersey and one soon to be opened in Delaware. The training facilities are owned and operated by the BLTAF. The centers are credentialed to offer lead, asbestos and other hazardous materials training. The New Jersey Building Laborers Training and



Education Fund has developed a 5-week weatherization worker training program. This training will begin in Delaware in the Spring of 2009. The course outline listed below is comprehensive and offers workers an entry into the residential construction sector. The course draws upon models and best practices from around the country.

## **COURSE OUTLINE**

Week 1: Construction Careers Orientation

Week 2: Craft Orientation, OSHA 10, CPR certification course, Hand Tool Recognition

Week 3: Hazardous Materials Awareness, Basic Plumbing and Electrical, Whole House System

Week 4/5 Hands on Weatherization Construction Training.

In addition to the Weatherization Worker Training Program, the NJ BLTAF is a certified Building Performance Institute (BPI) training provider offering the Building Analyst and Building Envelope certifications. The continuing education curriculum includes the Hazardous Worker Training Program (Lead, Asbestos and Mold Abatement), forklift certification, and additional residential construction hands-on training offerings. With its existing facilities and trainers the NJ BLTAF is the only training provider that can quickly ramp up and deliver the construction training needed to prepare workers for careers in energy efficiency and residential construction and should be recognized as a state-wide weatherization training provider. The BLTAF can assist the State of Delaware to establish high quality standards for future energy efficiency training programs and establish a high road weatherization program to meet the goals of ARRA.

Delaware Technical and Community College (Stanton Campus in New Castle County) has developed a Basic Weatherization Maintenance Certification Program, which consist of six core courses. The courses include: Preparatory Mathematics, OSHA Construction Safety Course, Residential Wiring, Weatherization Theory and Basics, Weatherization Diagnostics, Lead Abatement and Lead Safe Work Practices. So, the State Weatherization Program will also partner with the college to provide training for sub-grantee and private contractor personnel.

In lower Delaware, the Home Builders Institute (HBI), workforce development arm of the National Association of Home Builders) proposes to create an intensive training program in partnership with First State Community Action Agency (FSCA) to accomplish the following::

- Equip low-income residents (18 years of age or older) of Kent and Sussex Counties with home weatherization and “green” building skills
- Certify their skills with the HBI “Pre Apprenticeship Certificate of Training” in green building techniques
- Improve trainees employability and basic academic (reading and math) skills;
- Put trainees to work in the WAP program weatherizing the homes of low income families under the close supervision of skilled tradesmen
- Place program completers into jobs related to the building trades
- Teach a subset of trainees the basic concepts and skills of entrepreneurship towards a goal of establishing themselves as independent contractors specializing in weatherization and energy efficient construction

Essentially, these three programs would expand the range of public and private contractors FSCA uses now for weatherization programs, allowing more families to be served. Such a program fulfills the Obama Administration's goals for increased energy efficiency, job creation in high demand occupations, and immediate economic stimulus.

## **Program Description**

1. Location: HBI proposes that one program be established in each of the three counties in Delaware: Kent and Sussex Counties.
2. Size: Each program would enroll 50 trainees annually.
3. Eligibility:
  - a. Delaware resident aged 18 and older
  - b. Incomes of no more than 200 percent of the federal poverty level
  - c. Lacks a high school diploma or GED
  - d. Eligibility documentation would roughly parallel that required under the Workforce Investment Act or the current WAP program.
4. Recruitment: Recruitment would be accomplished through paid display advertising in area newspapers, public relations outreach to local television stations, word of mouth, and referrals by Delaware social services and other agencies.
5. Program Hours and Duration: Each program would operate two six-month classes each year of 25 trainees each on a "fixed entry/open exit" basis. Among the three programs a total of 150 people would be trained throughout the state. The program would meet from 8AM to 4PM Monday through Friday. Each class would begin the program together, but exit depending upon their individual progress, need for full time employment and interest.
6. Stipends: Participants would be paid \$100 a week, based on attendance and performance, plus a \$200 bonus upon successfully gaining employment of at least 20 hours per week. Payment would be made upon submission of a wage stub or letter from the employer stating that the enrollee has begun employment. Stipends will be paid only for actual days attended.
7. Transportation: A van would be leased or purchased at each program location to transport trainees from the training site to the weatherization sites daily. Enrollees would be responsible for their own transportation to and from the training site.
8. Program Contents and Sequence:
  - a. Situational Assessment: Thirty applicants would be chosen for a two-week "tryout" period of assessment for program suitability. Good attendance, punctuality, adherence to program rules and active participation would be required for acceptance. The basic academic skills of each applicant would be assessed using the Test of Adult Basic Education (TABE) Locator. Eye-hand coordination assessment would also be administered. Situational assessment would also include presentations and activities on workplace safety, tool identification and use, and workplace behaviors. During this two-week period, applicants could exit voluntarily or with cause without penalty to the program. At the end of the period, the 25 most suitable applicants (as determined by

staff) would be formally enrolled in the program. The others could reapply for the next session if they wish.

- b. Scheduling: Each class of 25 would be divided into two roughly equal groups. Each group would spend alternate weeks in classroom and hands-on training. This allows for relatively large numbers of individuals to be trained in small groups and sustains motivation by varying the activities.
- c. Academic Remediation/Employability Skills: Trainees will spend alternate weeks in a classroom setting focusing on improvement of academic and job searching/keeping skills. Staff and trainees will use a curriculum developed by Paxen Learning, Inc. and in use at HBI's training location in Sussex County, Delaware. The program will also use Paxen's "GED Plus" curriculum, which has proven effective nationwide among a variety of different populations.
- d. Hands-on Training: During alternate weeks, students will spend time in the training shop or on actual weatherization project job sites. Shops will be equipped with tools and materials normally used in weatherization and "green" building and provide training stations so afford hours of practice before weatherizing an actual house. A skilled tradesperson with at least five years of field experience will conduct the training. Once their skills are sufficiently developed, trainees will be transported to weatherization job sites. Depending on local needs, these student crews could weatherize homes themselves (under supervision of the instructor) or be teamed with other weatherization contractors. The instructor and students will use HBI's Pre-Apprenticeship Certificate of Training (PACT curriculum), which is used successfully in 69 Job Corps centers nationwide and in 18 programs operated by HBI. The PACT curriculum has recently been updated to include "green" building techniques in accordance with standards adopted by the National Association of Home Builders. In addition, the PACT curriculum is recognized as a "national credential" by the U.S. Department of Labor.

For students interested in starting their own businesses, the instructor will teach them necessary skills such as marketing, cost estimation, project management, and record-keeping. HBI's new entrepreneurship guide, "PACT Works!" will be used to help these students master these and other skills. Otherwise, the entrepreneurship students will work alongside the other trainees.

- 9. Continued Participation/Dismissal: Students may be exited from the program due to chronic absence, expressed lack of interest, for long-term illness or disability, or for major violations of program rules and procedures.
- 10. Job Placement/Retention Followup: Long-term employment with wage progression is a major goal of the program. Program staff will be specifically charged with preparing trainees for employment and securing job leads in their communities. Placement efforts will begin shortly after each program cycle begins. The goal Placements will be documented by the submission of a wage stub or letter from the employer stating that the trainee has completed at least one

11. day on the job. Job retention will be tracked at 30, 60 and 90 days via telephone or in-person contact between staff and trainees.
12. Staffing: The program would be implemented by the following staff in each of the locations.
  - a. Program Coordinator: In charge of administrative duties, recruitment, placement, followup and case management. This would be a full-time employee of HBI.
  - b. GED/Employability Instructor: Responsible for teaching the Paxen GED and employability skills curricula. This would be a full-time employee of Paxen.
  - c. Trades Instructor: This person would be in charge of all weatherization and related training, for transporting trainees to job sites, and partially responsible for job placement.
13. Facilities/Equipment: For smooth implementation and maximum success, each program location would need the following basic equipment and facilities:
  - a. A heated/air conditioned and furnished classroom of sufficient size for 13-15 trainees and equipped with a computer network linked to the Internet.
  - b. A shop of sufficient size to accommodate 13-15 trainees, as well as tools, equipment and training stations. Since trainees spend alternate weeks in the classroom and the shop, these two facilities must be separate.
  - c. Tools and equipment related to weatherization.
  - d. A van or some other means of transporting trainees from the shop to work sites.

### **Approximate Cost**

The proposed program sets out an ambitious agenda to expand FSCA's weatherization efforts while intensively preparing low-income, at-risk individuals with the occupational and employability skills for sustained upward mobility in a high-demand career. A program of this type typically costs approximately \$17,000 per trainee. It is worth noting that this sum not only covers the cost of training, but also provides additional weatherization crews to retrofit homes.

## ATTACHMENT 2

### Public Hearing Transcripts

(To be inserted when available after 4/30/09)

## ATTACHMENT 3

### Delaware WAP Health and Safety Plan

## **I. Delaware WAP Health and Safety Plan**

### **I. Introduction**

In accordance with Weatherization Program Notice 03-1 Program Year 2003 Weatherization Grant Guidance, states are required to submit an updated Health and Safety Plan as part of this year's state plan master file. In response to this guidance as well as DOE Program Notice 02-5, Health and Safety Guidance, the following procedures have been developed for use by sub-grantee agencies to address existing or potential health and safety issues as part of weatherization services. Additional guidance and requirements will be included in Delaware's technical program standards and Weatherization Field Guide to be published and implemented during the 2004/05 program year.

### **II. Grantee Health and Safety**

The Department of Energy Guidance provides that energy related health and safety concerns are those that are necessary to be abated before or because of, the installation of weatherization materials. Therefore, health and safety hazards associated with weatherization activities that are energy related are allowed to be abated or prevented with DOE funds. Measures and their costs must be reasonable and must not seriously impair the primary energy conservation purpose of the program.

Costs related to Health and Safety performed as part of other weatherization measures or incidental repairs may continue to be charged to these categories. The material and labor costs associated with abatement of health and safety hazards will be those material and labor costs neither supported by energy savings of a weatherization measure(s), nor expended for purposes of incidental repairs. Further, such costs will be those for permissible abatement materials and associated labor necessary to find or eliminate health and safety hazards either prior to or resulting from the installation of weatherization materials.

### **III. Crew or Contractor Health and Safety**

With regard both to immediate and long-term hazards to workers, it is of great importance that agency staff maintains awareness of the potential hazards associated with the weatherization process.

The standards set forth in this document provide only general guidelines for health and safety concerns. Detailed specifications regarding the health and safety of workers in the construction industry can be found in Construction Industry OSHA Safety and Health Standards (29 CFR 1926/1910), which is available from the U.S. Department of Labor. These standards are applicable to all workers providing services using funding under the Weatherization Assistance Program.

Chapter XVIII, Subpart C, Item 1926.20 of the OSHA standards states that "no contractor or subcontractor for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and safety." Specific responsibilities provided under the OSHA standards are as follows:

- It shall be the responsibility of the sub-grantee/subcontractor to initiate and maintain such programs as may be necessary to comply with applicable OSHA Safety and Health Standards; and
- Such programs shall allow for regular inspection of job sites, materials, and equipment to be made by authorized persons designed by the employer. The use of machinery, tools, material or equipment, which is not in compliance with an applicable requirement of this part, is prohibited.
- The employer shall permit only those employees qualified by training or experience to operate equipment and machinery.

Deferral will be allowed for non-performance of audits, installations and/or inspections, or any portion of these functions if such action will expose workers to conditions regarded as unsafe or unhealthy as determined by OSHA Construction Industry Standards.

Each worker is responsible for working in a safe manner so as to not endanger either self or others. Sub-grantees are responsible for the development of an adequate safety policy and training, including disciplinary action against individuals who continue to demonstrate that they are unable to work in a safe, proficient manner. Additional guidance regarding crew safety will be provided in Delaware's technical program standards and Weatherization Field Guide.

#### **IV. Client Health and Safety**

Weatherization must be provided in a manner that minimizes risks to workers and clients. Although the Weatherization Assistance Program is not capable of providing solutions for all health and safety issues, awareness of potential hazards is essential to providing quality services. Therefore, each dwelling must be individually assessed to determine the existence of potential hazards to workers and clients.

Local agencies and their representatives are to take reasonable precautions against performing work on dwellings that will subject clients to health and safety risks. In cases where work activities would constitute a health and safety hazard, action is required to limit or avoid particular measure(s) which may exacerbate a health or safety problem. Failing the ability to satisfactorily abate health or safety problems, the dwelling will be rejected for weatherization services.

#### **V. Potential Hazard Conditions**

A. Moisture and/or Biological Contamination Problems in dwellings to be weatherized should be corrected by the client; or by the client's contractor prior to commencement of weatherization services. However, if either because of infirmity or because of financial hardship such abatement cannot be accomplished by the client, health and safety funds may be expended for such abatement providing:

- In the judgment of the sub-grantee, the abatement is necessary in conjunction with proposed weatherization measures to protect the health and safety of the occupants,
- In the judgment of the sub-grantee, such successful abatement is possible, material and labor cost can be considered low enough compared to the total cost of the completed job,



- In the judgment of the sub-grantee, the health and safety of the crew themselves would not be jeopardized by performing the abatement.

Failing any of the above criteria, weatherization should not be provided. In addition, no house may be weatherized in the event that a client refuses abatement recommendations prescribed by the sub-grantee.

Moisture and/or biological containment/abatement may include but is not limited to:

- Installation or repair of a gutter or downspout,
- Unclogging a plugged field drain,
- Installation or repair of the exhaust ventilation,
- Removal of moisture absorbing or unsanitary materials,
- Removal or disinfecting of mold or bacteria,
- Replacing an inoperable sump pump.

Additional guidance is provided in Delaware's technical program standards and Weatherization Field Guide.

- B. Combustion Appliances and Combustion Gasses: Carbon Monoxide (CO) will be routinely tested for by the auditor, and post-tested during the final inspection. When discovered, CO production will be mitigated by appropriate necessary measures. Testing and appropriate mitigation procedures for heating systems and other combustion appliance are provided in Delaware's technical program standards and Weatherization Field Guide.

The use of un-vented space heaters is discouraged through energy education. When possible, the repair or replacement of a non-functional primary heating system should be made in order to eliminate the need for use of these devices, and these devices should be repaired or replaced when they are the only means of providing heat for the dwelling unit. Sub-grantees are instructed that no significant air sealing is permitted with the presence of a permanently mounted, un-vented space heater and should provide written notification to the client regarding the dangers of using such temporary heating appliances such as portable kerosene space heaters.

- C. Hazard of Fires is to be mitigated through inspection, first by the auditor, and if required, by a professional heating technician or a certified electrician and should include inspection of defective combustion chambers, and heat exchangers, over firing, defective connecting flues and chimneys, creosote build-up blockage, fuel leaks, etc. Also, open electrical junctions, recessed can lights or knob and tube wiring are not to be covered over when insulating attics.
- D. Existing Occupant Health Problems are to be generally assessed at the time of the audit. Based on this information, certain measures may be deferred if, in the judgment of the sub-grantee, a particular measure may exacerbate a pre-existing health problem (e.g. blowing cellulose insulation or the use of certain air sealing materials). Also, in no case should work be performed that would disturb painted surfaces in a dwelling unit with an occupant that has been diagnosed with elevated blood lead level.

E. Indoor Air Quality Problems will be mitigated to an extent by testing and retrofit of the heating system. Proper weatherization of the dwelling also tends to reduce or eliminate mechanisms, which either cause or enable air pressure imbalances within the dwelling, which and may lead to spilling and back drafting of combustion appliances. In addition, established minimum flue temperatures, improvement of chimney draft, reduction of stack effect pressure by repair of holes and cracks in the upper part of the dwelling, installation of make-up air vents and sealing of open fireplaces, may be required to correct these imbalances. Activities which may correct these imbalances include but are not necessarily limited to the following:

- Established minimum flue gas temperatures,
- Reduction of stack effect by strategic air-sealing at the top and bottom of a structure,
- Installation of make-up air vents,
- Sealing of open fireplaces,
- Improvement of chimney draft,
- Reducing pressure imbalances caused by forced air distribution systems.

Reductions in leakage area of the dwelling which will allow the minimum in-flow of air necessary to support the needs of existing combustion devices, exhaust fans, and occupants should be avoided through use of guidelines establishing a minimum natural air change rate, and blower door minimum leakage rate. Such tests should be performed prior to, during and after weatherization of the unit. Further guidance regarding issues of indoor air pollution as identified above is provided in Delaware's technical program standards and Field Guide.

- 1) Asbestos, which is friable, is not permitted to be removed, covered, encapsulated, or disturbed during weatherization activities. Dwelling occupants will be given written notice of such discovery, along with the address and telephone number of the regional EPA asbestos coordinator. If requested, a reasonable period of time for asbestos removal and clean-up will be given prior to weatherization.
  - 2) Radon discovery and mitigation requires professional testing and mitigation techniques well beyond the capabilities of the weatherization program to provide at the present level of funding. However, a dwelling properly weatherized and pressure neutralized should lower the level of radon entry and therefore benefit the occupants in this regard. At the same time, in cases where the level of radon in the dwelling is known to be high (through previous testing) or there is a geographically recognized source problem; work that may exacerbate this problem (such as air sealing) should be limited as a precautionary measure.
  - 3) Formaldehyde and Volatile Organic Compounds (VOCs) may be released by some new carpets, wafer board, plywood, etc. VOCs are also emitted by some household cleaning agents. Caution should be taken when selecting an air-sealing limit in dwellings suspected to contain VOC problems.
- F. Lead Based Paint – Risk assessment, abatement, hazard control or stabilization is not an allowable activity under the DOE Weatherization Program. However, work that is needed to

prevent the generation of dust and residue, while performing approved weatherization measures that disturb surfaces that may contain lead based paint, is allowable. Costs associated with this activity, implementing engineering controls and accepted clean-up protocols will be included in the average cost per home limitation. “Lead safe work practices” are necessary to prevent the possible exposure and effects of lead to both crew personnel and occupants of the dwelling. Lead safe work practices as identified are to be performed on dwellings where:

- The home was constructed prior to 1978,
- The home has not been determined to be lead free, and
- Either the amount of disturbed lead based painted surface exceeds two square feet per room of interior surface, twenty square feet of exterior surface, or 10% of a small component type (e.g.window).

#### 1) Lead Safe Weatherization (LSW)

A copy of the EPA “renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools” will be provided to occupants residing in pre 1978 dwellings, as well as written certification of receipt prior to the start of weatherization work.

All weatherization personnel, whose work duties may result in the disturbance of lead based paint in the course of weatherization services must receive training and certification in lead safe work practices either sponsored by or approved by DCED and Delaware Office of Community Services (DOCS).

Equipment and supplies authorized for purchase and which are to be maintained by subcontractors include but are not limited to:

- High efficiency particulate air (HEPA) filter equipped vacuum cleaner that is specifically designed for heavy-duty use in a lead dust environment,
- NIOSH certified respirators with HEPA rated filters,
- Protective clothing such as coveralls, shoe covers, hats, goggles, and gloves,
- Other containment materials including 6-mil polyethylene plastic sheeting, duct tape, spray bottles, buckets with ringers, mops, rags, and sponges, heavy duty plastic bags and cleaning products suitable for lead clean-up.

#### 2) Lead Safe Work Practices (LSWP)

In accordance with the latest EPA and/or DOE guidelines will be detailed in Delaware’s technical program standards and Field Guide. Issues that will be discussed are safe practices for interior, exterior and window applications, daily clean-up, final clean-up, disposal, and deferral policy. LSWP are outlined below. Additional guidance for LSWP is provided as part of DCED sponsored or other approved training programs.

- Keep all non-workers, especially children, pregnant women and pets outside of work area until clean-up is completed.
- Wear a properly fitted respirator that is equipped with HEPA filters.

- Wear protective clothing and machine wash these clothes separately from other family laundry.
- Do not eat, drink or smoke while in the work areas. Wash your hands and face before eating, drinking or smoking.
- Break projects up into smaller ones, if necessary, so that the amount of dust generated can be more easily controlled. Clean up after each phase of the project.
- Remove protective clothing before leaving the work area to avoid carrying lead dust throughout the house.
- Used wash water may be disposed of down the toilet after checking with your local water authority.

### 3) Safe Practices in Interior Work Areas

- Turn off forced air heating and air conditioning systems and seal the registers with 6-mil polyethylene plastic sheeting and duct tape until clean-up is completed.
- Remove furniture, area rugs, curtains, food, clothing, and as many other items as possible from the work area. This will save time in not having to encapsulate these items in plastic. Windows should be kept closed unless the use of volatile chemicals prohibits.
- Install 6-mil polyethylene plastic sheeting over all furnishings and horizontal surfaces that cannot be removed (e.g. countertops, shelves). Floors should be covered in two layers of 6-mil polyethylene plastic sheeting secured and sealed with duct tape.

### 4) Safe Practices in Exterior Work Areas

- Cover the ground, including all plants, flowers and shrubs that are in the work area with 6-mil polyethylene plastic sheeting that extends out ten feet for the first floor and five additional feet for each additional floor. Plastic should be sealed for the foundation so that no gaps exist. Edges should be held down with rocks, bricks or blocks of wood.
- All windows, including windows in adjacent dwellings, within 20 feet of the work area should be kept closed.
- All play equipment, including sandboxes and toys must be moved at least 20 feet from the work area. If not feasible to move items like swing sets, then they must be sealed in plastic sheeting.
- Remove any personal belongings from the work area.

### 5) Window Work

- Glass and sash removal/replacement: cover the floor with 6-mil polyethylene plastic sheeting over 5 feet from the edge of the window and out 5 feet from the wall. Spray the work area with a mist of water. Clean-up as described in “site clean-up” section.
- For entire window replacement, cover the inside floor areas and outside ground as previously described. If you are removing the window from the outside, seal off the inside with 6-mil polyethylene plastic sheeting; if you are removing the window from the inside, seal off the outside with 6-mil polyethylene plastic sheeting. Immediately wrap the sashes in 6-mil polyethylene plastic sheeting and seal with duct tape.

#### 6) Daily Site Clean-up

- Wrap all construction debris in 6-mil polyethylene plastic sheeting. Pass the debris out the nearest window or door opening and place it in an enclosed truck or dumpster. Walking through the house with debris should be kept to a minimum as this can cause additional contamination and clean-up.
- HEPA vacuum any interior floor areas.
- Mist outside 6-mil polyethylene plastic sheeting. Fold it up in an inward pattern and dispose of it in a dumpster or enclosed truck. If outside work is to continue on a following day, then new sheeting must be put down. Under no circumstances should the polyethylene plastic sheeting be left down overnight.
- When a room must be left unattended, it must be sealed off until it has had final clean-up work performed on it. Explain to the clients that entry into the work area is strictly prohibited until you give the OK that it is clean for entry.

#### 7) Final Clean-up

- Start your clean-up from the dirtiest part of the work area working toward the cleanest, while also starting at the top and working down the floor using a HEPA vacuum.
- 6-mil polyethylene plastic sheeting must also be vacuumed, then folded inward and disposed of.
- The work area must then be wet washed with a general all purpose cleaning product like “Spic and Span” or other lead specific cleaning product.
- After the area dries, it must then be HEPA vacuumed again.
- If any dust is still visible in the work area, clean-up was not successful and must be repeated.

#### 8) Disposal

- Components, such as sashes, door stops and doors, must be wrapped in 6-mil polyethylene plastic sheeting and put in a covered dumpster, enclosed truck or a truck that is securely covered. This waste can then be taken to the construction and demolition cell of the landfill.

#### 9) Deferral Policy

- In a dwelling unit occupied by an individual that has been diagnosed previously with elevated blood lead levels, no weatherization work shall be performed that would disturb a painted surface, or if not feasible, defer from Weatherization.
- In a dwelling unit occupied by an individual where the painted surfaces of the dwelling are in such a deteriorated condition that the performance of any weatherization activity could produce added lead dust or other residue, the home may be deferred from weatherization.
- Each sub-grantee must give notification to the occupant of homes to be weatherized regarding the potential hazards of lead paint and lead paint dust if the home was built

prior to 1978. For homes weatherized after December 22, 2008, EPA's new publication "*Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*" must be given to an adult occupant of the affected home. For occupied homes, the weatherization staff, crew or contractor must have an adult tenant or homeowner sign an acknowledgment after receiving the pamphlet. The pamphlet can also be sent by certified mail with return receipt to be placed in the customer file.

Lead Safe Weatherization (LSW) includes weatherization worker protection, general LSW work practice standards, and lead dust containment standards. Please refer to the latest weatherization program standard for details.

#### 1. Level 1 Containment

- a. Level 1 Containment is required in pre-1978 homes when less than 6 feet 2 inches of interior painted surface per room, or 20 feet 2 inches of exterior painted surface will be disturbed.
- b. Level 1 Containment consists of methods that prevent dust generation and contains all debris generated during the work process. The containment establishes the work area which must be kept secure.
- c. Measures that may fall within this guideline include:
  - i. Installing or replacing a thermostat.
  - ii. Drilling and patching test holes.
  - iii. Replacing HEPA filters and cleaning HEPA vacuums.
  - iv. Changing furnace filters.
  - v. Removing caulk or window putty (interior)
  - vi. Removing caulk or window putty (exterior)
  - vii. Removing weather-stripping.

#### 2. Level 2 Containment

- a) Level 2 Containment is required when weatherization activities will disturb more than 6 feet 2 inches of interior surface per room, or 20 feet 2 inches of exterior surfaces in homes built prior to 1978. Level 2 Containment consists of methods that define a work area that will not allow any dust or debris from work area to spread.
- b) Level 2 Containment requires the covering of all horizontal surfaces, constructing barrier walls, sealing doorways, covering HVAC registers with approved materials, and closing windows to prevent the spread of dust and debris.
  - i. Measures requiring Level 2 Containment may include:
  - ii. Drilling holes in interior walls;
  - iii. Drilling holes in exterior walls, removing painted siding;
  - iv. Cutting attic access into ceiling or knee walls;
  - v. Planning a door in place;
  - vi. Replacing door jambs and thresholds;
  - vii. Replacing windows and doors;
  - viii. Furnace replacements

- c) Additionally, Level 2 Containment must always be used where any of the following is conducted (even if the activities will disturb less than the hazard levels within the Level 1 category):
- i. Window replacement;
  - ii. Demolition of painted surface areas;
  - iii. Using any of the following: open-flame burning or torching, machines to remove paint through high-speed operation without HEPA exhaust control, or operating a heat gun at temperatures at or above 1100 degrees Fahrenheit.
3. There must be adequate documentation in the client file to demonstrate that lead safe weatherization measures were performed when necessary. Documentation should include photos of the site and containment set-up, as well as a listing of materials used and measures taken. Post work inspector must also certify that LSW procedures were used and properly implemented.
4. Delaware WAP will adhere to EPA lead safe rules as written in the “Lead; Renovation, Repair, and Painting Program” Final Rule (LRRPP Final Rule), as directed by DOE. Details of the rule are in the process of being finalized at the release of these Weatherization Standards, but are expected to be fully implemented by April 2010.
5. Section 8 is infrequent in Delaware. However, these units will only be weatherized if HUD will provide certification that abatement or control of any lead paint hazard has been addressed, and will agree that the sub-grantees will not be liable for any lead hazards, provided the lead safe work practices generally outlined above are employed.
6. Sub-grantees are not to weatherize homes where there are suspected or known lead paint hazards and there are any cases of documented or suspected lead poisoning. Additionally, they shall not weatherize homes where there is an extraordinary lead paint hazard and there are no means to abate the hazard, including insufficient funds or insufficient training to properly address the hazard.
- G. Building Structural Integrity must be assessed at the time of the audit. Certain repairs to the building structure are allowable if they can be completed as in a health and safety measure identified in this plan or under the minor repair category, and are necessary for the proper installation of an approved weatherization measure. If adequate repair cannot be accomplished, the sub-grantee shall:
- Provide the client reasonable opportunity to make the appropriate repairs to the building, or
  - As reasonable, refer the client to other available resources (e.g. housing rehab) to make the necessary repairs.
  - In some instances it may be necessary to defer a particular weatherization measure due to the condition or structure of a building component; or if the building structure is in such disrepair as to make the majority of needed measures ineffective, defer work on the dwelling entirely.
- H. Electrical Wiring is a basic housing need affecting home weatherization. The following specifications should be considered for electrical safety in dwellings:

- All home electrical systems should be grounded to a grounding rod or to a water pipe that has an uninterrupted electrical connection to the ground.
  - #14 copper or #12 aluminum wiring should be protected by a fuse or breaker rated for no more than 15 amps. #12 copper or #10 aluminum should be protected by a fuse or breaker rated at no more than 20 amps.
  - S-type fuses should be installed where appropriate to prevent occupants from installing oversized fuses.
  - Wiring splices must be enclosed in metal or plastic electrical boxes, fitted with cover plates.
  - Electrical wiring to the furnace is to be inspected for the proper size, fusing, and with a means to disconnect and correct as required.
  - When as disallowed by the local National Electrical Code (NEC), “knob and tube” wiring is not permitted to be enclosed by insulation within building elements, but may be tented over and dammed to prevent insulation contact.
  - In other means, only after inspection of the wiring and proper fusing is insulation allowed.
- I. Other Code Issues are the responsibility of the sub-grantee to ensure that weatherization related work conforms with applicable codes in jurisdictions where the work is being performed.

## **VI. Deferral Standards**

Deferral Standards are addressed throughout this plan, as they relate to a specific health and safety issue identified. Deferral of weatherization services should be addressed as early in the process as possible, preferably as part of the initial audit, prior to any work being performed. Notification of deferral of services is to be provided to the client in writing and should identify when the client was informed, a clear description of the problem, conditions under which work could continue, the responsibilities of all parties involved, with signature of the client and agency representative. As part of this notification, the client will also have been informed of their rights under the client appeal process.



## ATTACHMENT 4

### Rental Procedures

**STATE OF DELAWARE**  
DEPARTMENT OF HEALTH & SOCIAL SERVICES  
DIVISION OF STATE SERVICE CENTERS  
OFFICE OF COMMUNITY SERVICES  
WEATHERIZATION ASSISTANCE PROGRAM AUTHORIZATION AND RELEASE FORM  
(Tenant-Occupied Property)

\_\_\_\_\_  
(Landlord Name)

(Hereinafter referred to as the Landlord) hereby certifies that he/she/they are the owner(s) of the property located at

\_\_\_\_\_  
(Full address including apartment number)

Currently occupied by \_\_\_\_\_ Tenant(s) Name(s)

(Hereinafter referred to as the Tenant) applicant for the Weatherization Assistance Program with **(AGENCY NAME)** hereinafter referred to as the Contractor Agency.

- A. The Landlord certifies that he/she/does not have the resources or ability to perform the necessary energy-related repairs and/or improvements on the dwelling unit.
- B. The Landlord and Tenant agree:
  - a. To authorize the contractor agency, their staff and subcontractors to install energy efficiency improvements as necessary to the property for the purpose of conserving energy and reducing energy costs to the Tenant;
  - b. To allow the contractor agency access to the property at reasonable times to provide weatherization assistance and to make necessary inspections as required by program regulations;
  - c. To hereby release and agree to indemnify and hold harmless the contractor agency, its staff, and subcontractors from any liability in connection with the performance of the work;
  - d. To authorize the contractor agency to receive statements from the fuel supplier for the dwelling unit in order to determine the quantity of fuel consumed in each of the past three (3) years and for the three years subsequent to weatherization services. The data will be used for evaluation purposes only to determine the cost effectiveness of the weatherization program.

C. Further, the Landlord agrees:

- e. That rents shall not be raised due to the increased value of the dwelling unit due solely to weatherization assistance services provided by contractor agency;
- f. That upon completion of weatherization assistance of the dwelling unit by contractor agency, the Tenant shall not be evicted or otherwise requested to leave the dwelling unit for a period of one (1) year from the date of the completion of weatherization assistance, so long as the Tenant complies with all obligations and responsibilities under the current rental/lease agreement;
- g. To pay the contractor agency within one (1) year, an amount equal to the total cost of the weatherization assistance performed on the dwelling unit as evidenced by the submission of a bill of the total cost from the contractor agency, if the rent is increased within the 12 month period after the weatherization assistance has been performed;
- h. To pay the contractor agency, within one (1) year, an amount equal to the total cost of the weatherization assistance performed on the dwelling unit, as evidenced by the submission of a bill of the total costs from the contractor agency, if the dwelling unit (including a mobile home) is sold or otherwise transferred within a 12 month period after weatherization and/or retrofit services have been performed; and
- i. To pay the contractor agency, within one (1) year, an amount equal to the total cost of the weatherization assistance performed on the dwelling unit, as evidenced by the submission of a bill or the total cost from the contractor agency, if the dwelling unit is a mobile home that is moved out of the State of Delaware within a 12 month period after weatherization and/or retrofit services have been performed.

C. The contractor agency agrees to perform weatherization assistance allowable under the Department of Energy (DOE) guidelines and will not charge anyone for labor or materials, except as noted in Section C. (3-5) above.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Landlord or Authorized Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor Agency**

## LANDLORD/TENANT INFORMATION SHEET

PLEASE CAREFULLY FILL OUT THE BELOW INFORMATION AND RETURN IT IN THE ENVELOPE PROVIDED WITHIN THE NEXT TEN BUSINESS DAYS. IF ALL INFORMATION IS NOT COMPLETED, THE FORM WILL NOT BE ACCEPTED AND WILL RESULT IN YOUR NAME BEING MOVED TO THE END OF THE WEATHERIZATION LISTING. PLEASE PRINT CLEARLY.

1. \_\_\_\_\_  
**LANDLORD'S FULL NAME**
  2. \_\_\_\_\_  
**LANDLORD'S COMPLETE ADDRESS**
  3. \_\_\_\_\_  
**LANDLORD'S BUSINESS TELEPHONE NUMBER**
  4. \_\_\_\_\_  
**LANDLORD'S HOME/CELLULAR TELEPHONE NUMBER**
- 

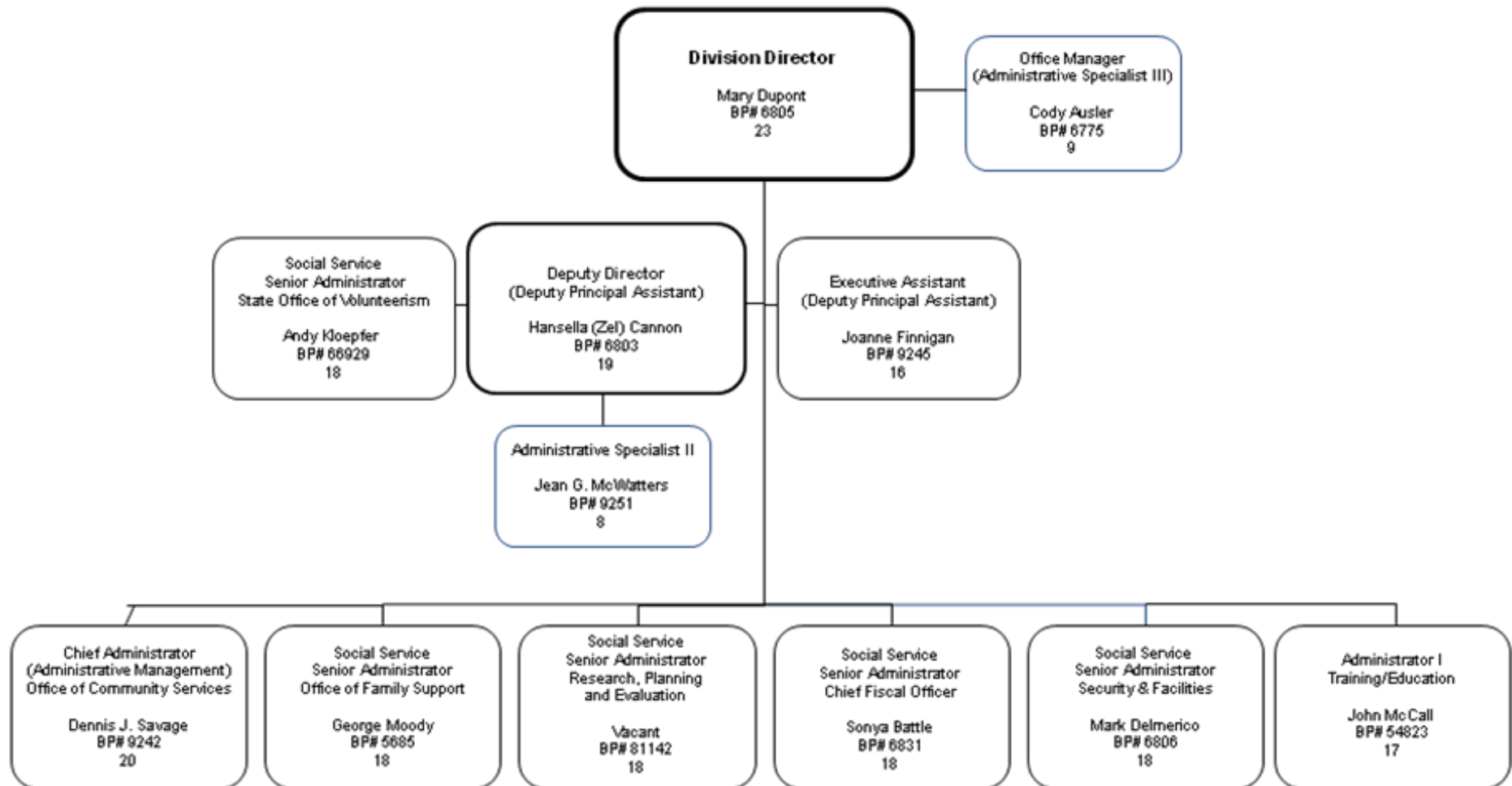
1. \_\_\_\_\_  
**TENANT'S FULL NAME & SOCIAL SECURITY NUMBER**
2. \_\_\_\_\_  
**TENANT'S COMPLETE ADDRESS**
3. \_\_\_\_\_  
**TENANT'S BUSINESS TELEPHONE NUMBER**
4. \_\_\_\_\_  
**TENANT'S HOME/CELLULAR TELEPHONE NUMBER**

## ATTACHMENT 5

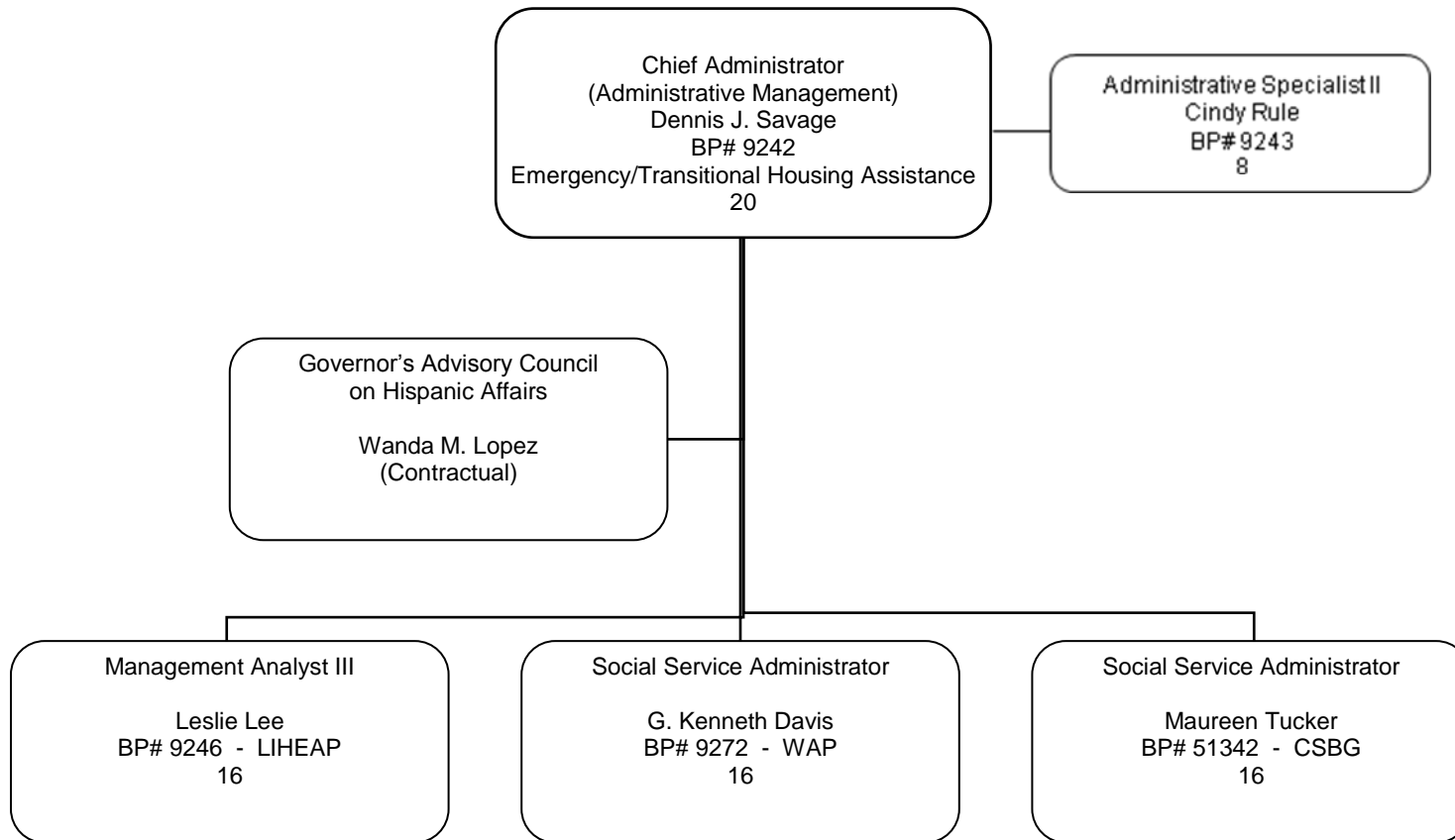
### Organizational Charts



## Division of State Service Centers



## Division of State Service Centers Office of Community Services



## ATTACHMENT 6

### Clearinghouse Approval Letter



